



# CONVICTION/LICENSE DISCIPLINARY ACTION FORM

**THIS FORM MUST BE ATTACHED TO APPLICATION FOR LICENSURE**

TO BE COMPLETED IF YOU ARE REPORTING A CONVICTION OR LICENSE  
DISCIPLINARY ACTION  
(SEE PAGE 2 FOR REQUIRED DOCUMENTATION)

If you are reporting more than one conviction/license disciplinary action,  
please complete a separate form for each conviction/action.

**Please type or print**

_____		
Last Name	First Name	M.I.
_____		_____
Conviction/disciplinary action taken by another state or country		Date of Offense
_____		
_____		
Dates of Imprisonment: _____ to _____ Dates of Parole: _____ to _____		
Dates of Probation: _____ to _____		
Were you enrolled in a substance abuse program? _____ Yes _____ No (If "Yes" please complete the following):		
_____		_____
Name of Program	Start Date	Completion Date
Describe the underlying circumstances of the incident: (Use additional paper if necessary)		
_____		
_____		
_____		
_____		
_____		
_____		

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

The following documentation will be required before your file can be reviewed:

## **CONVICTION OF A CRIME**

You must submit the following:

- Certified copies of the conviction(s) and disposition of your case from the court clerk of the court in which you were convicted.
- All related police reports.
- Proof of successful completion of probation.
- A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness of licensure.\*

**PLEASE NOTE:** If your conviction involved the use of drugs and/or alcohol, you must also submit the following:

- Certified copies of certificates of completion for each program attended.

## **LICENSE DISCIPLINARY ACTION**

You must submit the following:

- A certified copy of the determination made by the licensing entity. This document should include date and location of the incident, specific violation(s), dates of disciplinary action, and sanctions or penalties imposed and the completion dates.
- A letter from you describing rehabilitation efforts or changes you have to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure.\*

## **\*REHABILITATION**

California Code of Regulations, Title 16, 1399.156.2 states that when considering the denial of a license or registration under Section 480 of the Code, the board, in evaluating the rehabilitation of the application and his or her present eligibility for a license or registration, will consider the following criteria:

- The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial, which also could be considered as grounds for denial under Section 480 of the Code.
- The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).
- The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
- Evidence, if any, of rehabilitation submitted by the applicant.